Section 6.3.2 FUNCTIONS MENU
Time Tab - Bottom Tabs (Hours Entry or Hours by CB Entry Option)

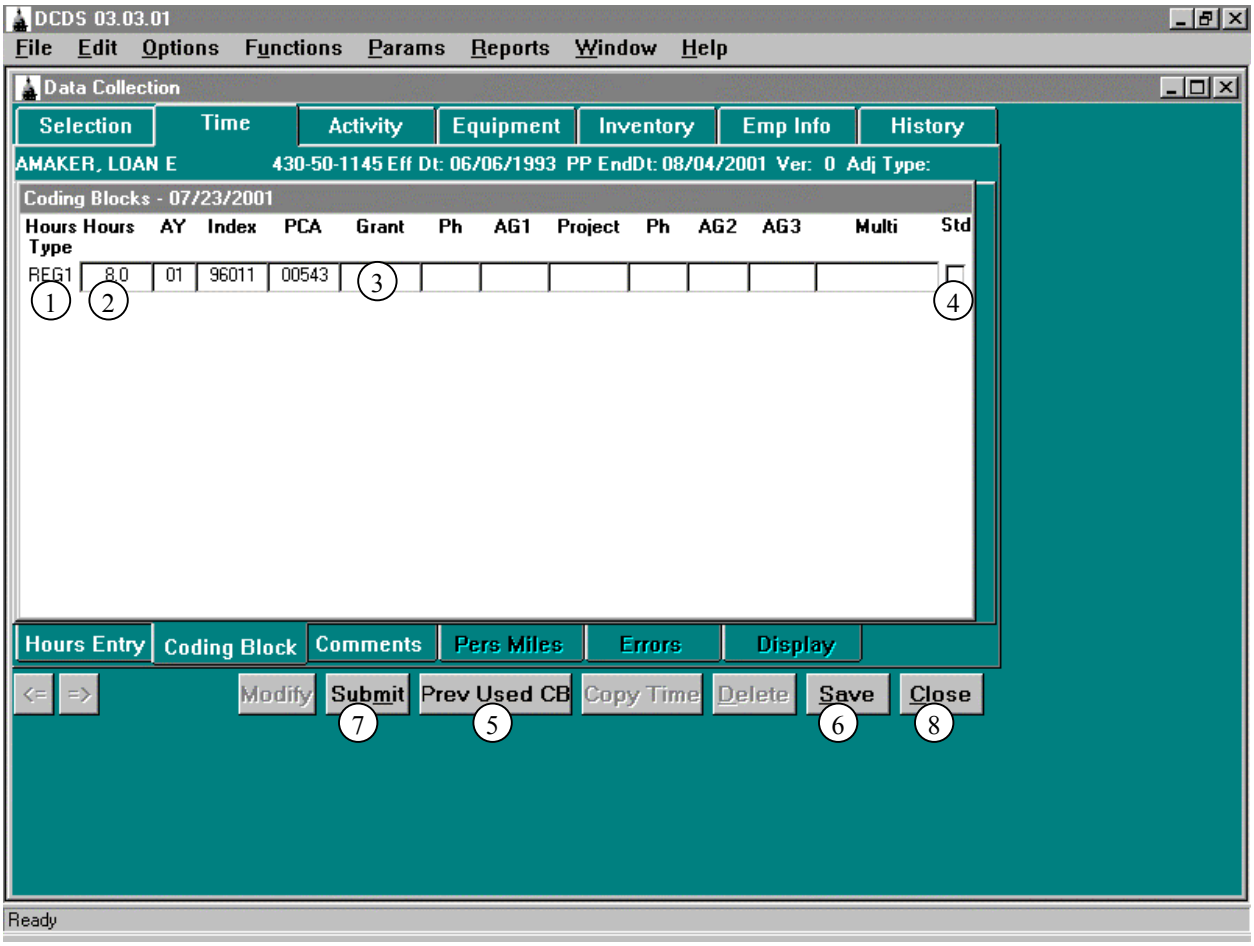
Purpose	This section provides the procedures for additional time entry functions available when entering hours under the Hours Entry or Hours by CB Entry option. These functions are accessed in Data Collection or Employee Data Collection, Time Tab, bottom tabs.
Bottom Tabs	Coding Block, Comments, Pers Miles, Errors, Display
Reminders	**1.** The following bottom tabs are available: ■ **Hours Entry** - This tab is automatically activated upon clicking on the Time tab. ■ **Coding Block Bottom Tab -** Use to enter a coding block for a specific hours type. ■ **Comments** - Use to enter comments for a specific hours type. ■ **Personal Mileage (Pers Miles) -** Use to enter personal mileage of a State vehicle when appropriate. This tab may be enabled or disabled under Options, TKU Options, TA Option Tab *(see Section 5.2)*. ■ **Errors -** Use to view reason for an error or warning. ■ **Display -** Use to view summary of time entered. **The following applies to the Coding Block Tab** **2.** The Coding Block bottom tab is provided to enter the coding block associated with hours entered when the **Hours Entry** option was selected to enter time. The Coding Block bottom tab is inactive when the Hours by CB Entry option was selected as entry is already by coding block. **3.** The cursor must be in the field with the hours associated with the coding block before clicking the coding block bottom tab. The Coding Block window brings forward (displays) the hours type and the number of hours from the entry window. *Continued*

Time Tab - Bottom Tabs

Reminders *(Continued)*	**4.** Coding block validations occur when the Save button or a top tab (i.e. Activity, Equipment, etc.) is selected. If an error is found, an error message displays to notify the user. The error description will display on the Errors bottom tab. **The following applies to the Comments Bottom Tab** **5.** The Comments bottom tab is provided to enter comments associated with a specific hours type (i.e., reason for sick leave usage or administrative leave). Typically, detailed comments are entered on-line if employees enter their own time. Timekeepers are not expected to enter this detail ***unless*** specifically required by their agency. If comments were entered under Leave/OT Request, they will automatically be displayed. **The following applies to the Errors Bottom Tab** **6.** Timesheet validation occurs when a timesheet is saved or submitted. Errors or warnings will not display until the timesheet has been saved or submitted. A message will display to notify the user when errors or warnings were found. **7.** Errors must be corrected before the timesheet can be submitted. Warnings may be overwritten in DCDS and do not prevent the timesheet from being submitted.
References	*No Specific References*

Coding Block Bottom Tab

The following window is displayed when hours information has been entered and the Coding Block bottom tab is selected. The steps are described on the following pages.

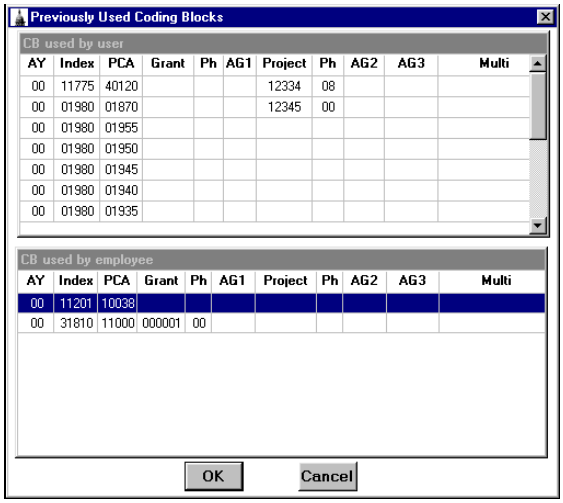


DCDS Input Procedures - Coding Block Bottom Tab

Follow the steps below to enter coding block information for a specific hours type.

Step	Field Name	Action
1	Hours Type	The hours type reported from the Hours Entry window will display. Before the Coding Block button is clicked, the cursor must be in the appropriate day of the week field for which the coding block is being charged. This displays the hours type and hours on the Coding Block window. **Note:** If adding another hours type associated with a different coding block, the user must go back to the hours entry window (click on the Hours Entry bottom tab) and place the cursor in the appropriate day of the week field.
2	Hours	The total hours reported for that hours type will be applied to the coding block. **Note:** If the number of hours being charged is less than what is displayed, change the number of hours. If the time has already been saved, the system assumes that the standard coding block was used. If the standard coding block is not being used, change the hours to 0 and continue. A new line will appear with the same hours type and the remaining number of hours.
3	Coding Block Fields	Select or enter the appropriate coding block elements from the dropdown list for which time is being charged. **Note:** The coding block elements that are displayed on the window will vary for each agency. The Std field will automatically be checked initially. This indicates the standard coding block is being charged. The coding block fields only need to be updated if the standard coding block is not being charged for the specified hours type. When the AY field is entered, the Std field automatically becomes unchecked. Because the standard distribution may be defined as several different coding blocks, the coding block element fields will display blank. To view the standard coding block, click on the Emp Info tab, then on the Std Distribution tab.

Coding Block Bottom Tab

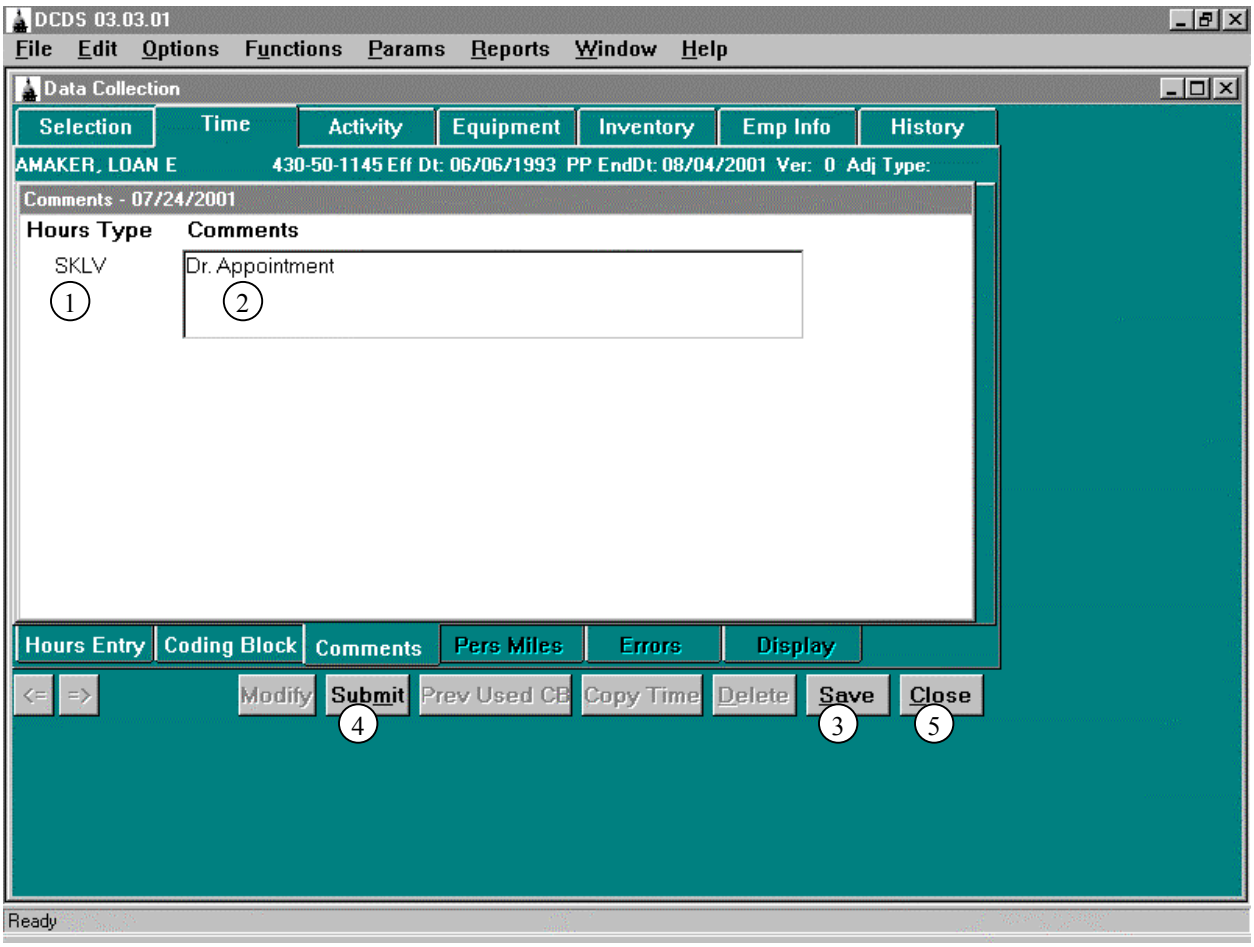
Step	Field Name	Action
4	Std	The Std field will be checked when the window is displayed. This indicates that the standard coding block will be charged. If time is being charged to a coding block other than the standard, the Std field will automatically be unchecked when the AY (Appropriation Year) field is entered. This will then allow for coding block data to be selected from the dropdown, or click on the Prev Used CB bottom tab. **Note:** When charging more than one coding block, enter the coding block elements on the next available row for coding block entry.
5	Prev Used CB button	The following pop-up window is displayed listing the last 15 coding blocks entered and coding blocks used in the previous 4 pay periods. If time is to be charged to one of the coding blocks displayed, place the cursor in the row on the Hours Entry window where the coding block is to be placed. Select the coding block to be charged from the pop-up and double click on that row or highlight and click the OK button. The coding block will automatically be placed in the coding block fields on the Hours Entry window and time will then be charged to the coding block selected. Click the Cancel button to remove the Prev Used CB window. 
6	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered.

Coding Block Bottom Tab

Step	Field Name	Action
7	Submit button	If the timesheet is ready to be submitted, click on the Submit button at the bottom of the window (or press Alt + M) ***or*** do one of the following: ■ If entering comments for reported hours, click on the Comments tab (follow the steps on next page). ■ If reporting or displaying additional time and attendance data, click on the appropriate tab(s).
8	Close button	Click on the Close button to exit window.

Comments Bottom Tab

The following window is displayed when hours information has been entered and the Comments bottom tab is selected. The cursor must be in the day of the week field for the comments being reported. The steps are described on the following page.



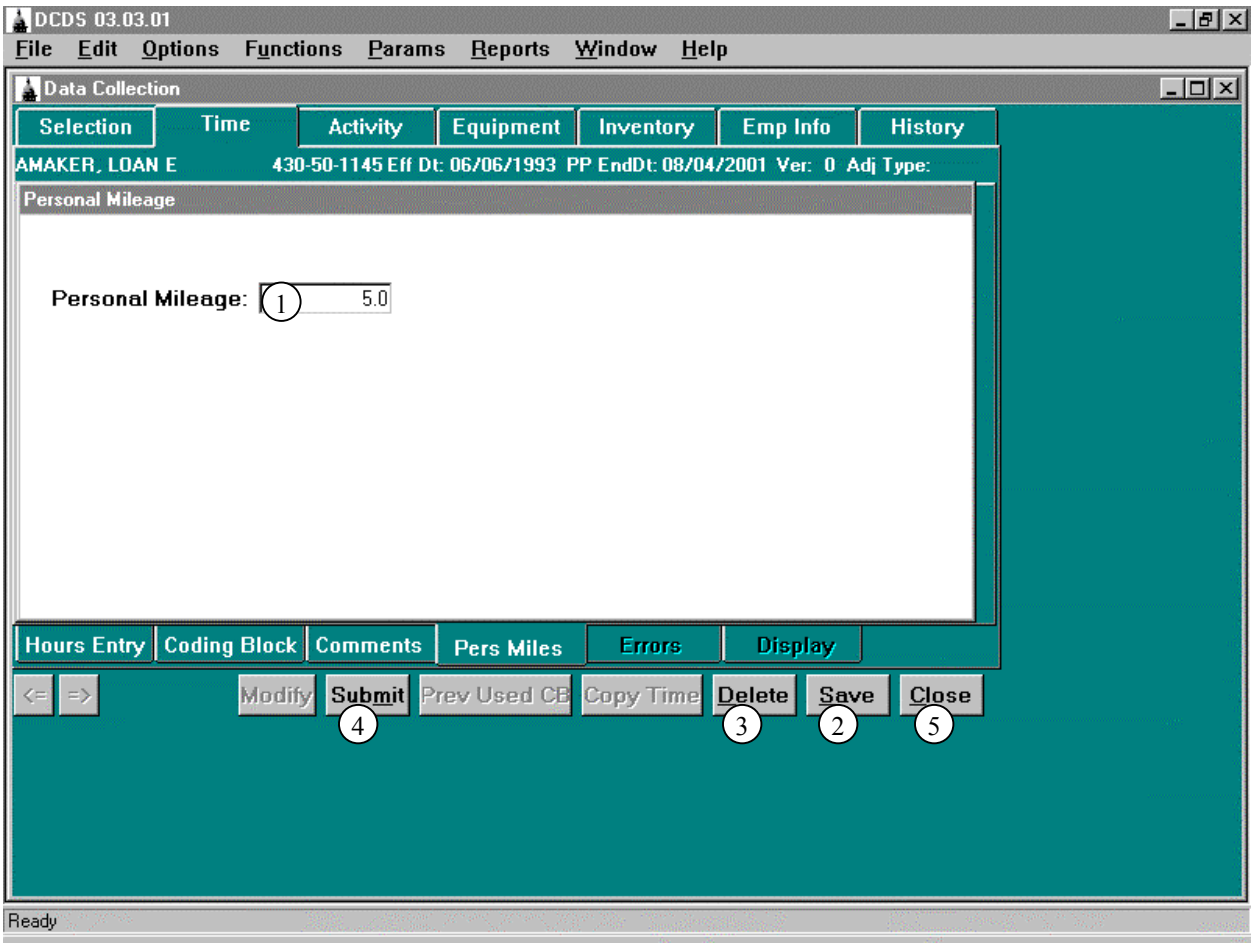
DCDS Input Procedures - Comments Bottom Tab

Follow the steps below to enter comments for hours reported.

Step	Field Name	Action
1	Hours Type	The hours type that is highlighted on the time tab will be displayed. Before the Comments button is clicked, the cursor must be in the day of the week field for which the comment is being reported. This displays the hours type on the Comments window. **Note:** If adding another comment for a different hours type, the user must go back to the hours entry window (click on the Hours Entry bottom tab) and place the cursor in the next day of the week field and click the Comments bottom tab.
2	Comments	Enter comments. **Note:** To delete or update comments, highlight the comments and press the delete key (or backspace key) on the keyboard. If updating comments, enter the new comment and click the save button. If the hours are deleted, the comment is also deleted.
3	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered.
4	Submit button	If the timesheet is ready to be submitted, click the Submit button located at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
5	Close button	Click on the Close button to exit window.

Pers Miles Bottom Tab

The following window is displayed when the Pers Miles bottom tab is selected. This window is used for original entries and adjustments. Personal mileage will NOT be saved unless hours have been entered on the timesheet. Adjustments to Personal Mileage must be entered in the current pay period (not the original pay period). This tab may be enabled/disabled under Options, TKU Options, TA Options Tab *(see Section 5.2)*. The steps are described on the following page.



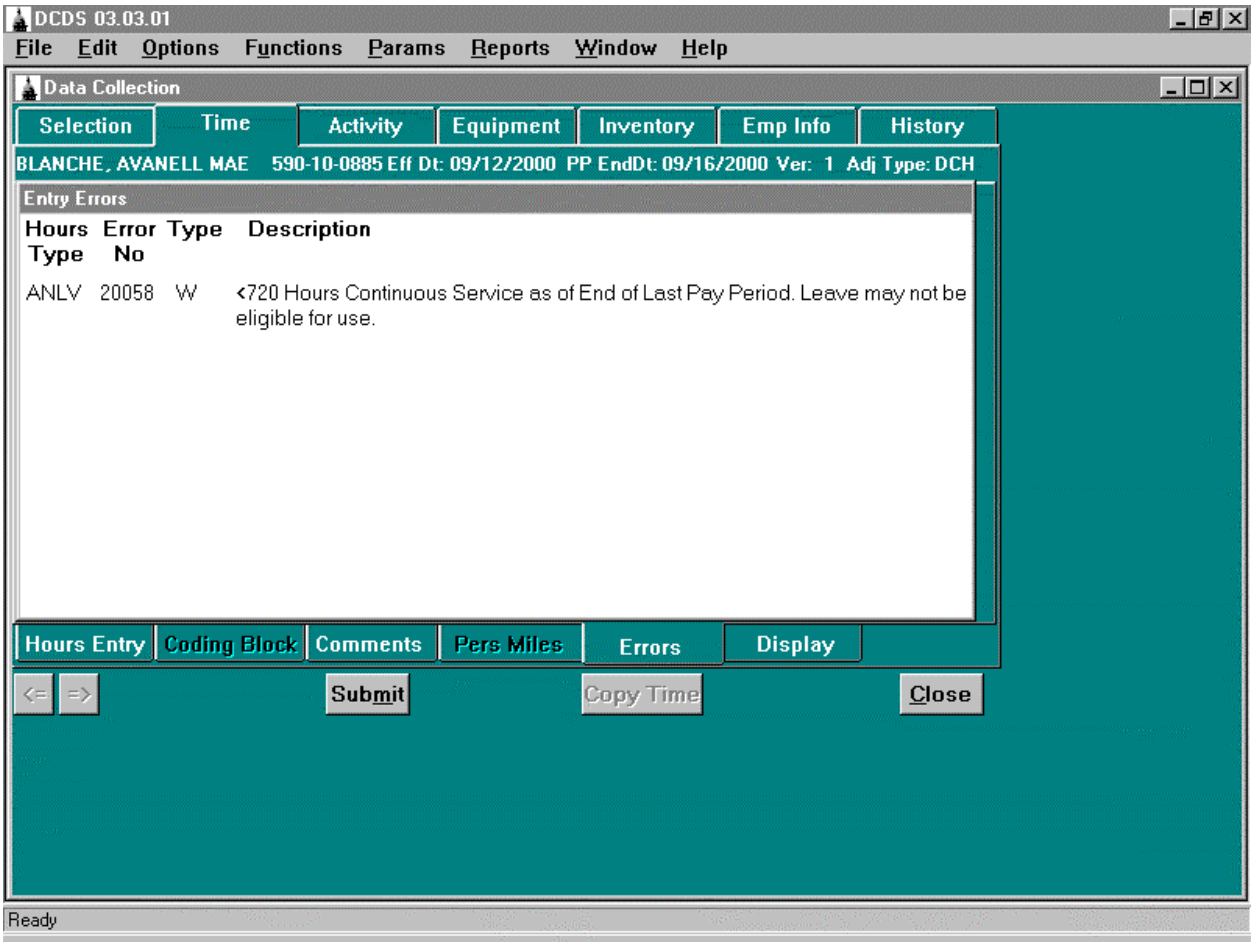
DCDS Input Procedures - Pers Miles Bottom Tab

Follow the steps below to enter personal mileage.

Step	Field Name	Action
1	Personal Mileage	Enter the number of personal miles used. **Note:** Hours must be entered on the timesheet or the mileage will not be saved. A separate coding block may not be entered for personal mileage. Record that information on the Equipment tab.
2	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information.
3	Delete Button	To delete the mileage entered, highlight and click the Delete button.
4	Submit Button	If the timesheet is ready to be submitted, click the Submit button located at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
5	Close Button	Click on the Close button to exit.

Errors Bottom Tab

The following window is displayed when an error and/or warning was found during time validation and the Errors bottom tab is selected. The fields displayed are described on the following page.



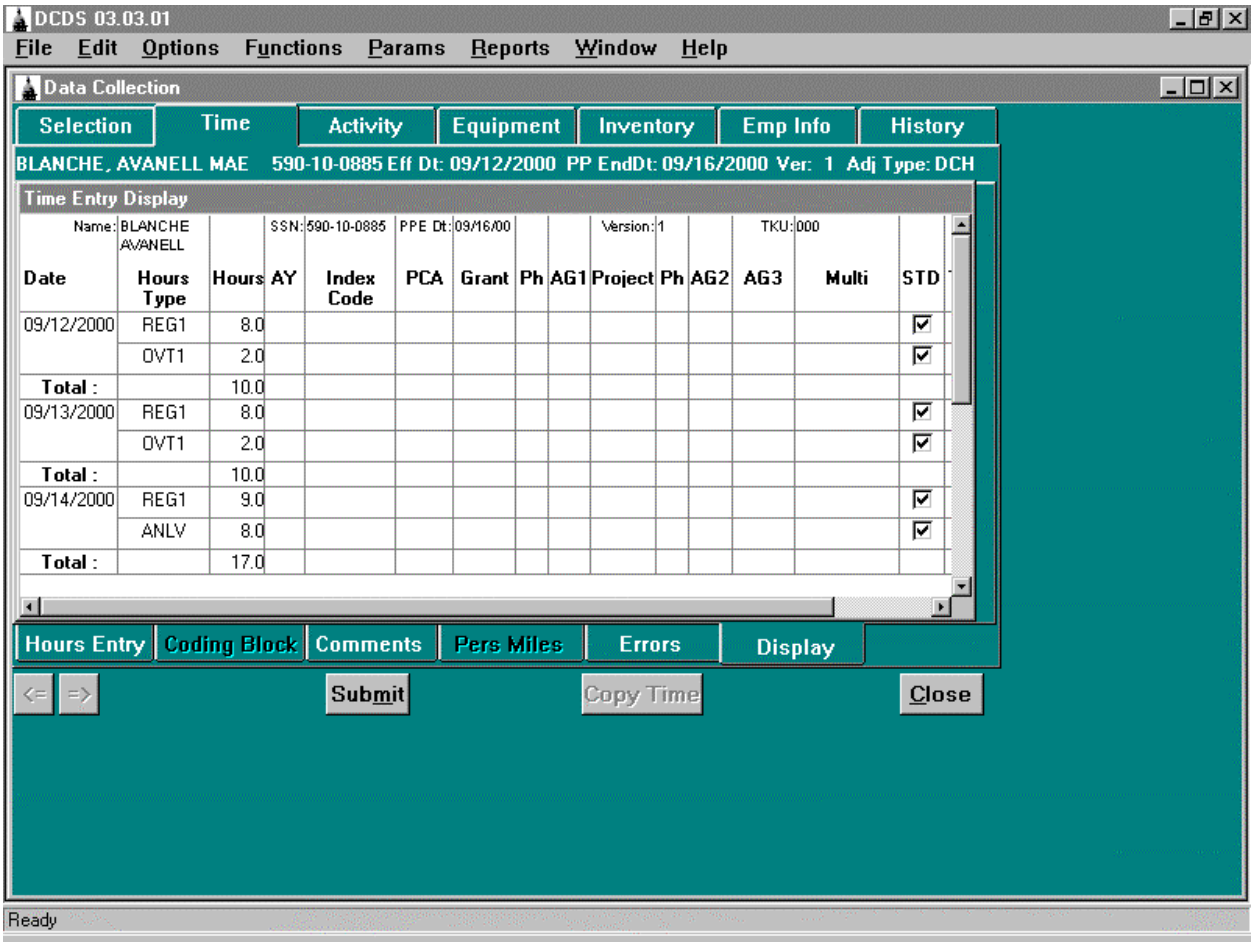
DCDS Inquiry - Errors Bottom Tab

The following information is displayed:

Field Name	Description
Hours Type	The hours type that was entered on the timesheet.
Error No	Number of the type of error or warning found during validation process.
Type	Displays a "W" if a warning was found or an "E" if an error was found during validation. **Note:** Time may be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	The reason why the error/warning occurred.
Submit Button	If the timesheet is ready to be submitted, click the Submit button at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
	Timekeeper - Click on the "Next" button to display time entry errors for the next highlighted employee in the selection list.
Close Button	Click on the Close button to exit window.

Display Bottom Tab

The following window is displayed when the timesheet has been saved and the Display bottom tab is selected. The fields displayed are described on the following page.



DCDS Inquiry - Display Bottom Tab

The following information is displayed:

Field Name	Description
Name/SSN	Employee's name and Social Security Number.
Date	Each day of the pay period.
Hours Type	The hours type reported on the timesheet.
Hours	The number of hours reported on the timesheet.
Coding Block	All coding block elements display. **Note:** All coding block elements display on the Time Tab Display window even if they are blank. Only coding block elements that display for ***entry windows*** vary for each agency. If the standard coding block is being used, the Std field will be checked. Because the standard distribution may be defined as several different coding blocks, the coding block element fields will display blank. To view the standard coding block, click on the Emp Info tab, then Std Distribution tab.
Std	Displays a '✓' if the standard coding block was reported on the timesheet. **Note:** If the standard coding block was used, the coding block fields will be blank.
Submit Button	If the timesheet is ready to be submitted, click the Submit button at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
	Timekeeper - Click on the "Next" button to display a timesheet for the next highlighted employee in the Selection List.
Close button	Click on the Close button to exit window.